

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington DC 20250

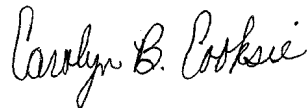
Notice FLP-317

1951-C

For: State and County Offices

Changes to the Farm Loan Programs (FLP) Treasury Offset Program (TOP) Screens

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Purpose

This notice notifies FSA servicing offices of:

- changes to TOP screens that will affect how debt information is viewed for potential referral to Treasury for administrative offset
- availability of screens.

B Contact

For questions about this notice, contact KCFO, St. Louis, Loan Operations Division (LOD), Program Reporting Branch (PRB) at 314-539-2494.

Disposal Date

August 1, 2004
8-15-03

Distribution

State Offices; State Offices relay to County Offices

Notice FLP-317

2 Modifications

A TOP Screen Changes

The following changes have been made to both the TOP Certified (Y) and TOP Eligible (N) screens. For further information on the quarterly screening process and terminology, see Notice FI-2579.

Element Affected	Change
Co-borrower	All co-borrowers will appear directly below the related primary borrower.
Co-borrower	Option 4, "Inquiry by TIN", will no longer locate co-borrowers. It may be used to pull up primary borrowers and their associated co-borrowers.
"MONTHS DELQ" column	<p>The last column on the right, previously titled "MONTHS DELQ", has been changed to "SOURCE CODE". This column will display the identifier used to describe the report code (RC) in which the borrower's loan appears.</p> <p>Example: If a borrower's or co-borrower's loan is on RC 540-K, the identifier "JDG" will appear in that loan's line under the "SOURCE CODE" column.</p> <p>Notes: A borrower or co-borrower may have loans in more than 1 part of RC 540.</p> <p>The legend and source codes are as follows:</p> <p>540 RC 540 APL RC 540-D, Apple BOL RC 540-E, Boll Weevil DWL RC 540-F, Dwelling Retention BRL RC 540-G, Bureau of Reclamation LE RC 540-H, Leases (will be available in late September 2003) CP RC 540-I, Community Program DFC RC 540-J, Employee Defalcation JDG RC 540-K, Judgments CNC RC 540-L, Currently Not Collectible EQ RC 540-M, Equity (will be available in late September 2003)</p>
"PRIM-TIN" column	The "PRIM-TIN" column has been removed. There is now a column named "TIN" that is displayed between the "DLT CDE" column and the "NAME" column. This column will reflect the primary or co-borrower's taxpayer identification number (TIN). For each loan number, the primary borrower's TIN will be reflected first. The co-borrower's name will appear next to its TIN.

2 Modifications (Continued)

A TOP Screen Changes (Continued)

Element Affected	Change
“CO-B” column	The “CO-B” column has been retitled to “CO” and moved from just above the “DELETE DATE” column to between the “LOAN NBR” and “DELETE CODE” columns. The co-borrower sequential letter will be reflected in this column. All co-borrowers for each loan will be used before the next loan is displayed.
“FLG” field	<p>A new field titled “FLG” has been placed in the same column as “DELETE DATE”. This field will display an “S” if the account has an SAA flag or an “F” if it has an FAP flag. The “S” or “F” will appear in the primary name and account number line. This code will provide information on the most critical loans to be reviewed.</p> <ul style="list-style-type: none"> For SAA flagged bankruptcy accounts, delete all loans with delete code 02. For SAA flagged adjustment offer accounts which are current, delete all loans with delete code 17. <p>Note: The “FLG” field will be added during the conversion weekend, but will not be populated until a later date. A screen message on ADPS and BBI will advise when this information will begin to appear on the screens. Once populated, the TOP weekly update process will capture and display any changes to this field on the TOP Certified (Y) screens. The TOP letter process will capture and display any changes to this field on the TOP Eligible (N) screens.</p>

B Layout

An example of the revised TOP screen layout is in Exhibit 1.

3 Schedule

A TOP Screens Availability

The TOP screens will be inaccessible from August 15 through August 19, 2003, to allow for screen modifications. Access to the modified screens is scheduled for August 20, 2003.

B Screening

See Exhibit 2 for the TOP screening and referral schedule.

Borrowers Eligible for TOP Offset Screen

Following is an example of the Borrowers Eligible for TOP Offset Screen. The format is the same for both the TOP Certified (Y) and the TOP Eligible (N) screens.

OAMMOA02								08/13/03
TOPOFFST		BORROWERS ELIGIBLE FOR TOP OFFSET						11:20:28
OPR ID S00000								PAGE 00000004
DLT	NAME	ST CTY	TIN	FLG				
CDE:	TIN	LOAN	DELETE	DELETE	DELQ	DELINQUENT	SOURCE	
		NBR CO	CODE	DATE	DATE	AMOUNT	CODE	
	SMITH, JOHN	01 001	1400010000	S				
0	400010000	02	00		03/25/02	1,567.94	540	
	LUCKY, ELIZABETH	20 043	1401000000	F				
0	401000000	09	00		10/01/02	4,324.00	JDG	
0	402000000	LUCKY, CHARL	09 A	00	10/01/02	4,324.00	JDG	
0	400010000	SMITH, JOHN	09 B	00	10/01/02	4,324.00	JDG	
0	403000000	MILLER, DORO	09 C	00	10/01/02	4,324.00	JDG	
0	401000000	10	00		10/01/02	571.00	APL	
0	401000000	11	00		10/01/02	1,685.00	CP	
PRESS CLEAR TO EXIT				PRESS PF8 TO PAGE FORWARD				
PRESS ENTER TO UPDATE				PRESS PF7 TO PAGE BACK				

Important TOP Screening Dates

The servicing offices will be responsible for screening eligible debts for TOP according to the following table.

Process	Dates
FY 2003 4th Quarter TOP Referral	
Selection	June 28, 2003
1st Screening	June 30, 2003, to July 11, 2003
60-Day Due Process Letter	July 12, 2003
2 nd Screening	July 14, 2003, to September 19, 2003
FY 2004 1st Quarter TOP Referral	
Selection	September 27, 2003
1st Screening	September 29, 2003, to October 10, 2003
60-Day Due Process Letter	October 11, 2003
2 nd Screening	October 13, 2003, to December 19, 2003
FY 2004 2nd Quarter TOP Referral	
Selection	December 20, 2003
1st Screening	December 22, 2003, to January 2, 2004
60-Day Due Process Letter	January 3, 2004
2 nd Screening	January 5, 2004, to March 19, 2004